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Approved For Release 2007/07/06 : CIA-RDP85B00552R000100030030-0

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ADMINISTRATIVE - INTERNAL USE ONLY



ONA  
Karen  
J

# *EMPLOYEE BULLETIN*

EB No. 973

8 October 1982

## FAMILY VISITATION DAY

1. The Agency will hold a Family Visitation Day at Headquarters Building as well as selected buildings occupied by Agency personnel on Saturday, 30 October 1982, commencing at 9:30 a.m.

2. For your guidance, the following information is provided:

a. There will be four film presentations in the Headquarters Auditorium, each lasting approximately 20 minutes, at 10 a.m., 11:30 a.m., 1 p.m., and 2:30 p.m.

b. In addition to the Auditorium presentations, families may tour Agency buildings escorted by the sponsor. The following areas in the Headquarters Building will be open for visitation:

Auditorium  
Communications Center (1B21 and 1A53)  
ODP Ruffing Computer Center (GC03)  
Medical Services (1D40)  
CIA Library (1E41)  
Credit Union (1J33)  
EAA Store (GF40) (no sales)  
Cafeterias (no meal service)  
Fine Arts Commission Exhibit (1D Corridor)  
Self Study Center (GJ68)  
Language Loft (South Cafeteria)

Employees also may escort members of their families to their offices (except offices open for regular business).

c. Eligible guests are limited to employees, including contract employees (only those authorized unescorted access to Agency buildings) and detailees from other agencies and the military services, currently assigned in the metropolitan area and witting members of their immediate families.

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<b>TRANSMITTAL SLIP</b>		DATE
TO: <i>EC/DDA</i>		
ROOM NO.	BUILDING	
REMARKS: <i>John [unclear] is the same as the one we sent over except for minor editorial changes. B</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION
<i>RCO/OIS/DDA</i> <i>1105 Ames Bldg.</i>		

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

82-2225/2

4 October 1982

MEMORANDUM FOR: Executive Director  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Inspector General  
Comptroller

FROM:

[Redacted]

STAT

Chief, Regulations Control Division

SUBJECT: Proposed EB No. 973, Family Visitation Day

FOR YOUR INFORMATION:

1. This proposed employee bulletin, initiated by the Executive Officer to the Deputy Director for Administration, announces Family Visitation Day to be held on Saturday, 30 October 1982.

2. Priority handling on this bulletin would be appreciated. We plan to send the proposal forward for approval on 12 October 1982. Please direct any questions or comments to the undersigned before that date.

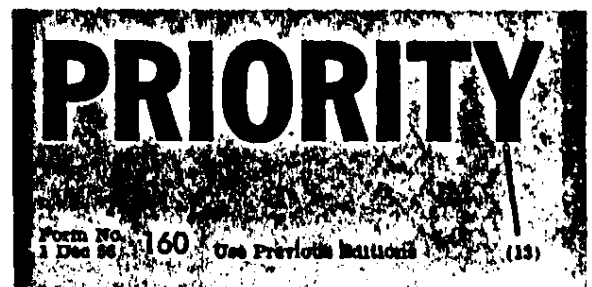
[Redacted]

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Attachments:

- A. Concurrence Sheet (OGC)
- B. Proposed EB No. 973

cc: AO/DCI            OC  
SSA/DDA            ODP  
D/OIS                OF  
EQ/DDA               OL  
OP                    OMS  
OS                    OTE  
OEXA



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# *EMPLOYEE BULLETIN*

EB No. 973

## FAMILY VISITATION DAY

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2. For your guidance, the following information is provided:

a. There will be four film presentations in the Headquarters Auditorium, each lasting approximately 20 minutes, at 10 a.m., 11:30 a.m., 1 p.m., and 2:30 p.m.

b. In addition to the Auditorium presentations, families may tour Agency buildings escorted by the sponsor. The following areas in the Headquarters Building will be open for visitation:

Auditorium  
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Employees also may escort members of their families to their offices (except offices open for regular business).

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[REDACTED]

e. The following buildings will be open, as appropriate, for visitation: Headquarters, Chamber of Commerce, Ames, Key, [REDACTED]

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f. Admission to the Auditorium for the four presentations will require one ticket for each family member. This is necessary to accommodate the relatively limited seating capacity of the Auditorium. Tickets will be made available through the Offices of the Director of Central Intelligence, Deputy Director for Administration, Deputy Director for Intelligence, and Deputy Director for Science and Technology for further distribution within those areas [REDACTED]

[REDACTED]

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3. The following ground rules apply:

a. Employees, as defined in paragraph 2c, must escort families and relatives throughout the visit.

b. The hours for visits will be from 9:30 a.m. to 4 p.m.

c. Tickets will be required for entrance to the Auditorium. Employees sponsoring the visit also will identify themselves with their Agency badge.

d. Visitors may enter and leave the Headquarters Compound through Gate 1 (Route 123) or Gate 3 (Parkway). Gate 3 will open at 9 a.m. and close at 4 p.m.

e. Parking at Headquarters Building will be open; there will be no reserved parking between the hours of 9:30 a.m. and 4 p.m.

f. The following entrances will be open: Northeast, South Loading Dock, and Main (closes at 4 p.m.).

g. While there are no restrictions regarding the time of visits to the various exhibits, visitors are requested to attend Auditorium sessions in accordance with the times printed on their tickets.

DISTRIBUTION: ALL EMPLOYEES

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed EB - Family Visitation Day

DD/A Registry

82-2225/1

FROM:

EO/DDA

7D-18 Hqs.

EXTENSION

NO.

DATE

28 September 1982

STAT

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/RCD  
1105 Ames Bldg.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1 - Please have the attached proposed EB officially coordinated with the Offices of Security and Logistics as well as with the DDS&T and the DDI.

/s/ John

Distribution:

0 - Adse

1 - DDA Subj

1 - EO Chrono

EO/DDA [ ] ba(28Sep82)

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38

**Page Denied**

Next 1 Page(s) In Document Denied



MEMORANDUM FOR: ADDA, .

called from P&PD and said to tell you that there is no one over there that remembers the OPA Multi-media Show. He knows for sure that it has never been updated the past two years. No one knows the last time it was shown, but with a little research, he can probably dig this out tomorrow.

STAT

*3:30 Friday*

Cathie  
Date 14 Sept 1650

## ROUTING AND TRANSMISSIONAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	<i>MA</i>	14/9
2.		
3. ADDA	<i>[Signature]</i>	
4.		
5. DDA		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

1-3/9: If we have to have a Family Day, I recommend one day for the whole Agency — but I honestly believe that we ought to avoid it entirely. Attached is an Employee Bulletin outlining the last Family Day in 1980.

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

☆ GPO : 1981 O - 341-529 (120)

CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE DEPUTY DIRECTOR

*me*  
Executive Registry

82-5911

13 September 1982

NOTE FOR: DDA

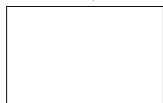
*82-2225*

John would like you to consider the possibility of having an Agency Family Day in the Fall. OD&E has asked to have one, but John would like to consider having one or several Agency-wide ones instead.



EA/DDCI

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*they had one when they were in the*  
 *last Oct/Nov*

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MEMORANDUM FOR: ADDA,

The following people will be attending the meeting on Family Day - 30 Oct that you asked for in Staff Meeting this morning for tomorrow at 3:30:

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04-2225